



Privacy Statement on the protection of personal data in relation to Financial transactions

All personal data are processed in accordance with the provisions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter – Regulation 2018/1725).

1. Who is the controller regarding the processing of your personal data?

The controller is Cedefop and the responsible department is DRS/ Finance and procurement.

In addition, European Commission - DG BUDG, Unit C.3 acts as a joint controller for the processing of personal data in relation to the process of registering in the Commission's Financial System.

2. What is the purpose of processing your personal data?

The purpose of the processing is to implement Cedefop's budget, as well as to manage and monitor relevant financial transactions, in line with Cedefop's financial rules.

3. What personal data are collected and processed?

The following personal data are processed: Name, First Name, Permanent Address, Identity Card/Passport Number or the number of another accepted identity document, VAT number and/or Personal number (for certain countries), NUP Number (for staff only), PerID (for staff only), Date/Place/Country of Birth, Email address, Phone number, title, function, Legal & Budgetary commitments, Payments, Bank account number (IBAN and BIC codes), Bank account name, Address declared to the bank, Copy of ID document, Signature, Payment Currency, Bank statement, EDES flag, Professional information related to the execution of financial transaction workflows and including related justification documents and information based on CV.

4. What is the legal basis for the processing of your personal data?

Personal data is processed based on:

Article 5(1)(a) of Regulation (EU) 2018/1725 – necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body

Article 5(1)(b) of Regulation (EU) 2018/1725 – necessary for compliance with a legal obligation to which the controller is subject

Article 5(1)(c) of Regulation (EU) 2018/1725 – necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract

Legal basis justification:

- Regulation (EU, Euratom) 2024/2509 on the financial rules applicable to the General Budget of the Union;
- Cedefop's financial rules;
- Payments to staff based on Staff Regulations and CEOS;
- Rules for reimbursement of external experts and other similar rules (for trainees, SNEs).

5. Who has access to your personal data and to whom they are disclosed?

Access to your personal data is granted to:

Internal recipients

- The mail registration service staff;
- The HR service responsible for induction of incoming staff, Seconded National Expert (SNE), trainee, and interim agent.
- The Operational Initiating and Verifying Agents (Project Manager or Assistant), and other support staff who initiate or review the financial transaction and ensure its validity;
- Cedefop's financial actors for processing of the financial transaction;
- The Authorising Officer or Authorising Officer by delegation to approve a financial transaction;
- Cedefop's staff internally responsible for audit activities, as well as staff of external entities providing audit services to Cedefop may have access to the personal data collected through this processing operation, to the extent necessary for carrying out their activities.

External Recipients:

- European Commission, DG BUDG, designated persons in charge of LE/BA registration in SUMMA and maintenance and support of ABAC and SUMMA.

6. For how long are your personal data kept?

Personal data included in Invoices, Business Partners Identification Forms (previously mentioned as Legal Entity and Financial Identification Forms): 10 years after the year of the last payment related to the contract.

The European Commission, DG BUDG, owner of the financial systems ABAC and SUMMA, keeps relevant personal data in the system for a period specified in the Privacy statement published here: https://commission.europa.eu/publications/business-partners-legal-entities-and-bank-accounts_en

7. Are there any transfers of your personal data to countries outside the EU/EEA?

No transfers outside EU/EEA are foreseen.

8. What are your rights and how can you exercise them?

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing.

You also have the right to object to the processing of your personal data.

To exercise the mentioned rights, you may contact the controller by sending an email to: info@cedefop.europa.eu

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

For further inquiries, you may refer to Data Protection Officer of Cedefop (data-protection-officer@cedefop.europa.eu). Finally, if you consider your data protection rights have been breached, you may lodge a complaint with the European Data Protection Supervisor as the supervisory authority using a dedicated complaint form: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en (see further contact information at https://edps.europa.eu/about-edps/contact_en).

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